



**Non-Competitive Civil Service Appointment**

**Salary Range: \$89,061 - \$96,130**

**Excellent Benefit Package**

**DIRECTOR OF BUSINESS & INDUSTRIAL DEVELOPMENT**

The City of Newburgh, New York has an opportunity for an innovative, motivated and creative individual to guide the redevelopment efforts in a historic river city.

**GENERAL STATEMENT OF DUTIES:** Develops and has charge of programs to preserve and expand business and industrial enterprise in the City; Is head of the Department of Planning and Development; Supervises the work of all subordinate departmental employees; Does related work as required.

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves the responsibility for the development and administration of a program to attract business and industries to locate within the City, and to promote expansion of existing business and industries. The work also involves contact with public and private organizations involved in compiling data on community resources. Personal contact must be maintained with residents, business and industrial representatives to explain detailed information pertaining to making decisions on location. The work is performed under the direction of the City Manager.

**EXAMPLES OF WORK: (Illustrative Only)**

Confers with prospective housing, business and industrial representatives in the planning of new locations;

Gives advice related to such factors as financing, desirable locations, availability of land, amount of capital needed, methods of determining and purchasing necessary materials;

Gives advice on questions relating to City taxation;

Studies the expansion of existing business or industry for the purpose of explaining to prospective, as well as established, business or industrial representatives the effects of such development and expansion;

Gathers current data on available industrial plants, plant sites, labor utilities, transportation facilities and other community resources of interest to businesses and industries seeking to locate within the City; Develops and administers specific promotion projects in relation to attracting new industry to the City; Consults with representatives of management, chambers of commerce and business and civic groups in connection with programs of industrial development;

Addresses public groups on the advantages of continuing business and industrial growth within the City; May take part in fairs and exhibitions to advertise the advantages of business and industrial location within the City; Keeps records of activities and makes reports;

See Reverse Side

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Substantial knowledge of real estate financing and vetting of real estate developers; Knowledge of financial underwriting for single and multi-family housing development; Strong skills in housing opportunities and community development research; Extensive knowledge in grant research and administration; Strong knowledge of partnering with not-for-profit entities and institutions; Good knowledge of municipal, county, state and federal tax structures; Working knowledge of governmental operations, laws and related rules; Working knowledge of data gathering techniques; Working knowledge of the methods and techniques used in public relations and promotion activities; Working knowledge of the geography of the City; Ability to express ideas clearly and concisely, both orally and in writing; Ability to develop imaginative and practical approaches in promoting industrial development; Ability to establish and enhance rapport with business and industrial representatives through social compatibility; Ability to establish and maintain an effective working relationship between prospects, public officials and the public; Ingenuity; Tact; Courtesy; Initiative; Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS: EITHER;**

- A. Master's Degree in Business Administration, Public Administration, Management Industrial Relations, Economics or appropriately related field and four years of progressively responsible experience in economic development, real estate, public relations or appropriately related field. OR;
- B. Bachelor's degree and 10 years experience as described above.

Interested candidates should submit resume with cover letter to  
[mmills@cityofnewburgh-ny.gov](mailto:mmills@cityofnewburgh-ny.gov) by November 5, 2014

The City of Newburgh is an Equal Opportunity Employer.